

Executive-Level Traffic Records Coordinating Committee (ETRCC) Meeting Minutes

Date/Time	April 6, 2021, 12 noon to 1:30 pm	
Chair	Kerry Collins , EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
Participants	Neil Boudreau - VM , MassDOT/Highway Division Brook Chipman , OGR/Highway Safety Scott Cluett - VM , Office of Emergency Medical Services Kerry Collins - VM , EOPSS Rick Conard , MassDOT/Highway Division Bernie Diego , Olin College Michaela Dunne , Department of Criminal Justice Information Services Ridgely Ficks , MDPH/Office of Emergency Medical Services Kate Fillo , MDPH/Bureau of Health Care Safety & Quality Paul Franzese - VM , MassDOT/Merit Rating Board Bob Frey - VM (Alternate) , MassDOT/Office of Planning Jamie Gagnon - VM , Department of Criminal Justice Information Services Jennifer Gazzillo , UMassSafe Captain Walter Hanley - VM (Alternate) , MA State Police Christina Hernandez , OGR/Highway Safety	Jeff Larason - VM , OGR/Highway Safety Chief John LeLacheur - VM (Alternate) , Beverly PD and Mass Chiefs of Police Association Lt. George Leurini , Holliston PD Nora McElroy , MDPH/Bureau of Health Care Safety and Quality Kenneth Miller , FHWA Arielle Mullaney , EOPSS Assistant General Counsel Andrea Nardone - VM , Municipal Police Training Committee Karen Perduyn - VM (Alternate) , RMV Robin Riessman , UMassSafe Samatha Riley , MDPH Injury Prevention and Control Barbara Rizzuti , NHTSA Kate Saunders , MDPH/Bureau of Health Care Safety & Quality Kevin Stanton , OGR/Highway Safety Rebekah Thomas - VM , MDPH Injury Prevention and Control Jake Viola - VM , EOTSS Sgt. Richard Wolanski , MA State Police Yahaira Graxirena - VM (Alternate) , Central MA Regional Planning Council)
	VM = Voting Member	
Location	Teams Meeting	

Welcome and Introductions

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed the participants and explained the requirements of a virtual meeting to meet Massachusetts Open Meeting Law requirements.

New members from ETRCC organizations were introduced by Kerry:

- Andrea Nardone from MPTC
- Jake Viola from EOTSS.

It was confirmed that Karen Perduyn from RMV would serve as the alternate for Mary-Jo Griffin at RMV. Captain Walter Hanley from MSP would serve as the alternate for Lt. Colonel Hanlon.

Kerry conducted a roll call to determine ETRCC members present. Brook Chipman confirmed 14 out of 15 voting ETRCC members and alternates were on the call, more than the eight necessary for a quorum.

Review/Approval of 12/14/2020 Meeting Minutes

Kerry asked if anyone had requested edits of the draft 12/14/20 ETRCC meeting minutes, and then provided a final opportunity to review the minutes. Given no member did, Kerry indicated the minutes were unanimously adopted.

Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2021 405c funding process to select new projects

Brook said an AGF for \$800,000 was posted on the Office of Grants and Research's (OGR) website in late December 2020. The AGF was also distributed to the TRCC e-distribution list. Responses to the AGF were due February 24, 2021. The eight responses received, totaling almost \$1.5 million, were immediately distributed to TRCC members via the TRCC e-distribution list. Those on this e-list were also given notice of virtual project presentations by project representatives held March 9 through 12. Then presentation materials were made available on the OGR's website. An AGF Review Committee was formed consisting of an OGR employee and Brook, along with a third member from outside OGR who is a Working-level TRCC member from an entity that did not submit a response to this AGF. After it held three meetings between March 3 and 22, this AGF review committee produced an Award Recommendations Memo that utilized all of the \$800,000 available. The memo was circulated a week before the meeting through the TRCC e-distribution list.

As part of this AGF process, ETRCC members will select projects to receive 405c funding during the next part of the agenda. This committee's decisions will be advanced to NHTSA and then the Secretary of Public Safety and Security for consideration. Once the Secretary makes final award decisions, OGR will enter into contracts with the grant recipients to provide the 405c funds for the projects. Some projects may be able to start in May.

*Discussion and vote to approve AGF Review Committee's Award
Recommendations, accept with modifications or have ETRCC conduct
4-Box Analysis-Scoring Results process to generate new recommendations*

Kerry provided opening comments. As Chair, she wanted to remind committee members that EOPSS and its Office of Grants and Research have a fiduciary responsibility to ensure 405c funds provided by NHTSA to the Commonwealth go to the most effective projects possible and are administered transparently and responsibly. In recent years, we have had challenges with those receiving these funds not starting and/or ending projects on time and not spend down their grant funds in a timely manner. The output from the project work being done has been good, but we need to improve our oversight and our subrecipients use of the 405c funds.

Kerry said she appreciates the work Brook Chipman from OGR does within the time he has available for traffic records. She also values the work done by 405c subrecipients, who often have to juggle grant activities and many other responsibilities. COVID has recently presented a significant challenge to all of us. We have made great progress despite this pandemic. But some of these challenges pre-date the pandemic.

Kerry noted the AGF Review Committee's Recommendations Memo contains examples of recent grant award situations that could have been handled better. She was aware of other past and current grant awards not covered by the memo that could have started faster, ended timelier, and had better spenddown performance.

Kerry said EOPSS and the Office of Grants and Research would be increasing expectations for 405c grant awards to address all these challenges. To get projects to start on time. End when they promise to unless a clear need for an extension is provided. Spenddown grant funding as consistently as possible with the project schedule in the approved contract. All this may require us to develop new requirements for our AGFs and contracts. Or to be firmer with those requirements we already have. Applicants may want to consider waiting for a future AGF to apply for funding, using the time until then to better plan their projects.

Kerry took an opportunity to acknowledge the participation in this ETRCC meeting of those project proponents invited to speak to any questions that might arise about their projects. She asked that they and any other who had joined the meeting identify themselves to the ETRCC members. Several introductions followed.

Brook then provided a brief review of key points of the voting process. He began by stating each ETRCC member organization gets one vote. But no ETRCC member with a project under consideration from their organization or who oversees an organization that has submitted an AGF response may vote on any project under consideration. So for today's voting, DCJIS, MSP, RMV, Mass

Chiefs of Police, and both MDPH representatives on the ETRCC must abstain from the project selection votes to come. However, all ETRCC members should participate in the general discussions about the projects to ensure no critical information is missed by those ETRCC members who can vote.

Brook stated for a project-related vote to be approved, 2/3rds of those ETRCC members present and qualified to vote must be in support.

As noted on the agenda, Brook said the ETRCC had to choose between three choices to select projects and associated award amounts:

- 1.) Vote to approve AGF Review Committee's Award Recommendations 'as is';
- 2.) Vote to accept the recommendations with modifications we agree upon today;
- 3.) Have the ETRCC conduct a 4-Box Analysis-Scoring Results process to generate new recommendations.

Brook asked if there were any questions at this point. Scott Cluett inquired if some ETRCC members had to abstain would enough be remaining to vote on the projects. Brook said he had consulted on this point before the meeting with Arielle Mullaney from EOPSS Legal Counsel. She agreed with Brook's position that the ETRCC Charter only requires 2/3rds of those ETRCC members present and qualified to vote to support providing funding to a project.

Kerry said last year the ETRCC selected option #2, and that worked well overall. She reminded committee members they had earlier received the AGF Review Committee's Recommendations Memo. Kerry then screen shared the list from the memo of the projects reviewed, 4-box designations/scores assigned, and proposed award amounts. As Chair, she recommended using option #2 again. If no one objected, Kerry said the ETRCC would proceed with that approach. After a pause for consideration of this by the members, and after no one spoke, Kerry said the decision was to proceed with option #2.

For this approach, Kerry said the committee would go down the list of projects in the memo, discussing each and the proposed award. Brook would record any modifications or conditions to a project or adjustments to the proposed award. He would ensure we didn't exceed the \$800,000 limit of the AGF. Each project had a representative on the call to answer to answer any questions that might arise. Then we would have separate votes to confirm our decisions on the projects until the available funds were utilized.

Kerry began to work down the list.

Sgt. Wolanski spoke briefly about MSP's project. There were no questions/concerns raised.

Robin Riessman made short remarks about UMassSafe's project. There were no questions/concerns raised.

Kate Fillo summarized MDPH's MATRIS Project. Kerry raised concerns about the project getting new funds while spending funds just recently put under contract that were initially awarded in 2019 and even getting under contract funds awarded last year. Both funding awards had to be spent by 9/30/21. Kate said MDPH had to go through extensive procurements related to building new versions of MATRIS and Trauma Registry. These steps, along with COVID, delayed the project work and spending down the prior awards. Kerry said MDPH may need to take a different approach on its projects and applying for 405c funding, but she appreciated Kate responding to her concerns.

Yahaira Graxirena inquired about the AGF Review Committee's thinking regarding the 20% cuts to the MATRIS and Trauma Registry projects. Brook said that approach was reached after considering the structure and connection of the projects, available information, and hope to fund as many projects as possible.

Sam Riley spoke of the main purposes of MDPH's Integration and Analysis of Crash, Injury Surveillance, and Driver Data project. Becka Thomas added that the current work on this project funded by another federal grant ends 8/1/21. She said MDPH is working to ensure other aspects of the project that will not be 405c funded in the coming months, like the costs of a supporting contractor, will be adequately covered by other funding to be secured by MDPH.

Kerry said she wanted to skip the DCJIS project discussion and let MDPH finish speaking about its proposed projects.

Kate briefly explained MDPH's Trauma Registry project. Kerry asked Kate if she foresaw any issue with spending the grant funding proposed for this project and MATRIS on time. Kate was confident this could be done now that vendors for the new versions of both systems were in place. She said required ADA compliance for these projects had required more time/resources in the past, but they would better address these matters in the future.

Michaela Dunne summarized DCJIS's MACCS project and its recent accomplishments. Jamie Gagnon spoke to how the project was able to move ahead during COVID. Kerry inquired about a project task attempted with prior grant funds that resulted in awarded funding going unspent. Michaela said they are working with this vendor to accomplish this work now using current grant funding, and they expect it to be accomplished before any new grant funding is received.

No representative for the Holliston Police Department's project was available (later confirmed he was having technical issues on his end that prevented him from speaking).

Karen Perduyn explained the proposed RMV project. Also, why RMV had to return an earlier 405c award for the project due to a challenge getting MassDOT Human Resource approval for the proposed hire through a temp agency of a clerk to support the Crash Data System Law Enforcement Liaison (LEL).

Kerry gave ETRCC board members a final chance to speak about the projects or ask questions. Yahaira asked if there were ways the RMV's LEL could assist Holliston PD if they didn't receive any 405c grant funding. Brook said there likely were, and he would follow up with RMV about this. Also with the department about ways it could more effectively apply for future 405c grant funding or other grant funding to meet its traffic records needs.

Kerry then held separate votes on the projects listed in the Recommendations Memo.

MSP Project - approved as recommended for \$146,296

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MRB/Franzese, MassDOT Highway/Boudreau, MassDOT Planning/Fry, MARPA/Graxirena, EOTSS/Viola

Opposed: None

Abstain: MSP/Hanley, DCJIS/Gagnon, RMV/Perduyn, MDPH/Thomas, MDPH/Cluett

UMassSafe Project - approved as recommended for \$179,587

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MRB/Franzese, MassDOT Highway/Boudreau, MassDOT Planning/Fry, MARPA/Graxirena, EOTSS/Viola

Opposed: None

Abstain: MSP/Hanley, DCJIS/Gagnon, RMV/Perduyn, MDPH/Thomas, MDPH/Cluett

MDPH-MATRIS Project - approved as recommended for \$122,410

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MRB/Franzese, MassDOT Highway/Boudreau, MassDOT Planning/Fry, MARPA/Graxirena, EOTSS/Viola

Opposed: None

Abstain: MSP/Hanley, DCJIS/Gagnon, RMV/Perduyn, MDPH/Thomas, MDPH/Cluett

MDPH - Integration and Analysis Project - approved as recommended for \$112,617

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MRB/Franzese, MassDOT Highway/Boudreau, MassDOT Planning/Fry, MARPA/Graxirena, EOTSS/Viola

Opposed: None

Abstain: MSP/Hanley, DCJIS/Gagnon, RMV/Perduyn, MDPH/Thomas, MDPH/Cluett

DCJIS Project – approved as recommended for \$199,090

In Favor: OGR/Larason, MPTC/Nardone, MRB/Franzese, MassDOT Highway/Boudreau, MassDOT Planning/Fry, MARPA/Graxirena, EOTSS/Viola

Opposed: None

Abstain: MSP/Hanley, DCJIS/Gagnon, RMV/Perduyn, MDPH/Thomas, MDPH/Cluett, EOPSS/Collins

MDPH - Trauma Registry Project – approved as recommended for \$40,000

In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MRB/Franzese, MassDOT Highway/Boudreau, MassDOT Planning/Fry, MARPA/Graxirena, EOTSS/Viola

Opposed: None

Abstain: MSP/Hanley, DCJIS/Gagnon, RMV/Perduyn, MDPH/Thomas, MDPH/Cluett

At this point on the list all \$800,000 available through the AGF had been awarded to projects. Each of the six projects awarded funding had received sufficient supporting votes from ETRCC members. The ETRCC's project/award recommendations will now be advance to NHTSA and then the Secretary of Public Safety and Security for consideration.

Unforeseen business/upcoming event announcements/next meeting: 11 am to 12:30 pm, May 18, 2021

Kerry asked ETRCC members, if they had not already done so, to indicate they would attend the May 18 ETRCC meeting through the Teams invite sent out earlier by Kathleen Mullen. This May meeting will allow the committee to review and approve the annual update to our Massachusetts Strategic Plan for Traffic Records Improvement, a critical component for our FFY 2022 Section 405c application due to NHTSA July 1.

Adjournment

No member objected to Kerry's motion to adjourn, so she indicated the motion to adjourn was unanimously approved.

**Massachusetts
Executive-level Traffic Records Coordinating Committee (ETRCC)
Virtual Meeting**

12 noon to 1:30 pm – April 6, 2021

Microsoft Teams meeting

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AGENDA

- Introductions (Kerry Collins)
- Review and vote on draft December 14, 2020 ETRCC meeting minutes (Kerry)
- Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2021 405-c funding process to select new projects (Brook Chipman)
- Discussion and vote to approve AGF Review Committee's Award Recommendations, accept with modifications, or have ETRCC conduct 4-Box Analysis-Scoring Results process to generate new recommendations (Kerry and Brook)
- Unforeseen business/upcoming event announcements/next meeting: 11 am to 12:30 pm, May 18, 2021 (Kerry)
- Adjourn (Kerry)

To obtain auxiliary aids, services, or accessibility information for this meeting, contact Mr. Brook Chipman at 617-725-3355 or brook.chipman@mass.gov.

FFY 21 405c funded AGF Review Committee's Award Recommendations

Applicant & Short Project Title	4-Box Assignment	Combined, Averaged Score	Request	Recommended Award
MA State Police's Updated E-Survey Equipment for Crash Reconstruction Unit	A	83.667	\$146,296	\$146,296 <i>- fully funds</i>
UMassSafe's Improving Traffic Safety Analysis through DQ Assessment and Driver/Vehicle Integration	B	83.667	\$179,587.08	\$179,587 <i>- reduces 8 cents for rounding purposes</i>
MA Department of Public Health's MATRIS V3.5 Upgrade	B	83.333	\$153,013.50	\$122,410 <i>- after 20% across-the-board cut</i>
MA Department of Public Health - ISP's Integration and Analysis of Crash, Injury Surveillance & Driver Data	B	81	\$119,614.74	\$112,617 <i>- after cut of \$7,000 for computer station and license</i>
Department of Criminal Justice Information Services' MACCS	B	77.333	\$502,600	\$199,090 <i>- reduces printer purchases from 600 to 171 units</i>
MA Department of Public Health's Trauma Registry	C	76.667	\$50,000	\$40,000 <i>- after 20% across-the-board cut</i>
Holliston PD's Improving Interop and Law Enforcement Standard of Training in Crash Reports Submissions	C	63.667	\$123,599.87	0
MassDOT/Registry of Motor Vehicles, AWW Part II	D	72.667	\$220,343.20	0
			\$1,495,054.39	\$800,000